



Single Parents **Llesiant** Wellbeing **Rhieni Sengl**



Single Parents Wellbeing is a peer led, compassionate and connected approach to being in a single parent household, improving the mental wellbeing of single parent families.

Being part of a single parent household, the challenges are unique, diverse, and often emotionally charged. At Single Parents Wellbeing (SPW), we prioritise a compassionate and positive approach to support these unique challenges of single-parent living.

Thrive: An Ambassador Led Initiative, is an exciting new, 3 year project funded by The National Lottery Community Fund and; in partnership with Mental Health Foundation. In this 3 years the project aims to:

- Grow, develop and sustain the volunteer offering in SPW
- Improve the mental health, confidence and self esteem of single parents through a coproduced volunteer offering
- Improve knowledge and skills of volunteers through training and workshops
- Develop and deliver an innovative approach to volunteering for single parents, sharing the findings with the wider community

Mae Lles Rhieni Sengl yn ddull tosturiol a chysylltiog a arweinir gan gymheiriaid o fod mewn cartref un rhiant, gan wella lles meddwl teuluoedd un rhiant.

O fod yn rhan o aelwyd un rhiant, mae'r heriau'n unigryw, yn amrywiol, ac yn aml yn llawn emosiwn. Yn Lles Rhieni Sengl (SPW), rydym yn blaenoriaethu dull tosturiol a chadarnhaol i gefnogi'r heriau unigryw hyn o fyw fel rhiant sengl.

Mae Ffynnu: Menter a Arweinir gan Lysgenhadon, yn brosiect newydd cyffrous dros 3 blynedd a ariennir gan Gronfa Gymunedol y Loteri Genedlaethol; mewn partneriaeth â'r Sefydliad Iechyd Meddwl. Yn ystod y 3 blynedd yma, nod y prosiect yw:

- Tyfu, datblygu a chynnal yr hyn a gynigir gan wirfoddolwyr yn SPW
- Gwella iechyd meddwl, hyder a hunan-barch rhieni sengl trwy arlwy gwirfoddol wedi'i gyd-gynhyrchu
- Gwella gwybodaeth a sgiliau gwirfoddolwyr trwy hyfforddiant a gweithdai
 - Datblygu a chyflwyno dull arloesol o wirfoddoli i rieni sengl, gan rannu'r canfyddiadau â'r gymuned ehangach

1 x Volunteer and Engagement Manager | Thrive: An Ambassador Led Initiative

30 hours per week | £28,080 per annum

Cardiff based

The Volunteer and Engagement Manager will establish regular supervision, training and support for Volunteers as they are recruited, plus develop the current cohort of Wellbeing Ambassadors and volunteers.

Job Description:

1. Lead in the recruitment of Ambassadors, ensuring that KPIs are met and that there is a diverse range of Ambassadors.
2. Liaise with local community groups and organisations to ensure that the project and SPW profile is raised and that there is a clear cross referral process in place.
3. Engage with the local communities to ensure that single parents are being enrolled onto the project, and thinking of new innovative ways to engage with single parents.
4. Train Ambassadors, including co-producing and developing an online portal of training with the Project and Development Manager.
5. Oversee that risk assessments and DBS checks are completed for all Ambassadors, and policies and procedures of SPW are managed.
6. Budgets and finance systems are completed to include expenditure of volunteers and fed to the Development and Project Manager.
7. Set up events and workshops, ensuring full co-production with single parents.
8. Promote and build partnerships with key agencies locally, promoting the project and also ensuring that there are agencies to refer single parents to, including feeding into the Knowledge and information sharing groups and attending networking events from organisations.
9. Engage and offer support to volunteers through 1:1 and group support, and community building
10. Ensure that there is a diverse range of Ambassadors and that the events and workshops will reflect this also.
11. Line Management responsibility duties for the Admin Role within the project.
12. Support coproduction of online content
13. Coproduce Volunteer Framework with Project Development Manager

Personal Specification

1. Demonstrates key behaviours that encompass SPW main aims, including having a compassionate, empowering and collaborative approach to your work.
2. Essential experience in working with mental health, wellbeing, single parents and complex issues. Including having personal experience of being a single parent or from a single parent household.
3. Diverse experience of working with Volunteers and building framework
4. Experience of partnership work.
5. Experience of coproduction and peer led approaches.
6. Knowledge of action based learning.
7. Ability to use social media and tech platforms from Gsuite

1 x Rheolwr Gwirfoddoli ac Ymgysylltu | Ffynnu: Menter a Arweinir gan Lysgenhadon

30 awr yr wythnos | £28,080 y flwyddyn

Wedi'i leoli yng Nghaerdydd

Bydd y Rheolwr Gwirfoddoli ac Ymgysylltu yn sefydlu goruchwyliaeth, hyfforddiant a chefnogaeth reolaidd i Wirfoddolwyr wrth iddynt gael eu recriwtio, yn ogystal â datblygu'r garfan bresennol o Lysgenhadon Llesiant a gwirfoddolwyr.

Disgrifiad Swydd:

1. Arwain y gwaith o recriwtio Llysgenhadon, gan sicrhau bod DPA yn cael eu bodloni a bod ystod amrywiol o Lysgenhadon.
2. Cydgysylltu â grwpiau a sefydliadau cymunedol lleol i sicrhau bod y prosiect a phroffil SPW yn cael eu codi a bod proses drawsgyfeirio glir ar waith.
3. Ymgysylltu â'r cymunedau lleol i sicrhau bod rhieni sengl yn cael eu cofrestru ar y prosiect, a meddwl am ffyrdd arloesol newydd o ymgysylltu â rhieni sengl.
4. Hyfforddi Llysgenhadon, gan gynnwys cyd-gynhyrchu a datblygu porth hyfforddiant ar-lein gyda'r Rheolwr Prosiect a Datblygu.
5. Goruchwylio bod asesiadau risg a gwiriadau DBS yn cael eu cwblhau ar gyfer pob Llysgennad, a bod polisïau a gweithdrefnau SPW yn cael eu rheoli.
6. Cwblhau cyllidebau a systemau cyllid i gynnwys gwariant gwirfoddolwyr a'u bwydo i'r Rheolwr Datblygu a Phrosiect.
7. Sefydlu digwyddiadau a gweithdai, gan sicrhau cyd-gynhyrchu llawn gyda rhieni sengl.
8. Hyrwyddo ac adeiladu partneriaethau gydag asiantaethau allweddol yn lleol, gan hyrwyddo'r prosiect a hefyd sicrhau bod asiantaethau i gyfeirio rhieni sengl atynt, gan

gynnwys bwydo i mewn i'r grwpiau Rhannu Gwybodaeth a mynychu digwyddiadau rhwydweithio sefydliadau.

9. Ymgysylltu a chynnig cefnogaeth i wirfoddolwyr trwy gefnogaeth 1:1 a grŵp, ac adeiladu cymunedol

10. Sicrhau bod ystod amrywiol o Lysgenhadon a bod y digwyddiadau a'r gweithdai yn adlewyrchu hyn hefyd.

11. Dyletswyddau cyfrifoldeb Rheolwr Llinell ar gyfer y Rôl Weinyddol o fewn y prosiect.

12. Cefnogi cyd-gynhyrchu cynnwys ar-lein

13. Cydgyhyrchu Fframwaith Gwirfoddolwyr gyda'r Rheolwr Datblygu Prosiect

Manyleb Personol

1. Dangos ymddygiadau allweddol sy'n cwmpasu prif nodau SPW, gan gynnwys bod ag agwedd dosturiol, grymusol a chydweithredol at eich gwaith.

2. Profiad hanfodol o weithio gydag iechyd meddwl, lles, rhieni sengl a materion cymhleth. Gan gynnwys profiad personol o fod yn rhiant sengl neu o gartref un rhiant.

3. Profiad amrywiol o weithio gyda Gwirfoddolwyr ac adeiladu fframwaith.

4. Profiad o waith partneriaeth.

5. Profiad o gyd-gynhyrchu a dulliau a arweinir gan gymheiriaid.

6. Gwybodaeth am ddysgu sy'n seiliedig ar weithredu.

7. Y gallu i ddefnyddio cyfryngau cymdeithasol a llwyfannau technoleg o Gsuite

1 X Project Admin Role | Thrive: An Ambassador Led Initiative

21 hours per week | £13,500 per annum

Cardiff Based

- Assist Engagement and Volunteer Manager to process applications, contracts and DBS checks
- Assit VEM on arranging volunteer training
- Social media and website management (with training)
- Promo of events across platforms
- Respond to enquiries from volunteers
- Feed into coproduction and training program
- Office management for the project including spreadsheets, updating participants, social channels and collating data
- Event booking as instructed by Volunteer and Engagement Manager
- Attend weekly team meeting
- Be a part of monthly volunteer meetings
- Organise set up meetings, including agenda
- Communication to attendees via email and text

- Evaluation support with surveys and EO
- Tracking of volunteers and stats to feed into reports to funders and partners
- Admin on platforms such as Google Workplace,

Personal Specification:

1. Demonstrates key behaviours that encompass SPW main aims, including having a compassionate, empowering and collaborative approach to your work.
2. Desirable to have experience in working with mental health, wellbeing and single parents. Including having personal experience of being a single parent or from a single parent household.
3. Excellent communication and organisational skills.
4. Ability to work on a busy project and meet deadlines.

1 X Rôl Weinyddol y Prosiect | Ffynnu: Menter a Arweinir gan Lysgenhadon

21 awr yr wythnos | £13,500 y flwyddyn

Wedi'i leoli yng Nghaerdydd

- Cynorthwyo'r Rheolwr Ymgysylltu a Gwirfoddoli i brosesu ceisiadau, contractau a gwiriadau DBS
- Cynorthwyo VEM i drefnu hyfforddiant gwirfoddolwyr
- Rheoli cyfryngau cymdeithasol a gwefannau (gyda hyfforddiant)
- Hyrwyddo digwyddiadau ar draws y llwyfannau
- Ymateb i ymholiadau gan wirfoddolwyr
- Bwydo i'r rhaglen cyd-gynhyrchu a hyfforddi
- Rheolaeth swyddfa ar gyfer y prosiect gan gynnwys taenlenni, diweddarau cyfranogwyr, sianeli cymdeithasol a choladu data
- Bwcio digwyddiadau yn unol â chyfarwyddyd y Rheolwr Gwirfoddoli ac Ymgysylltu
- Mynychu cyfarfodydd tîm wythnosol
- Bod yn rhan o gyfarfodydd gwirfoddolwyr misol
- Trefnu cyfarfodydd sefydlu, gan gynnwys agenda
- Cyfathrebu â mynychwyr trwy e-bost a neges destun
- Cefnogaeth gwerthuso gydag arolygon a EO
- Ôlrhain gwirfoddolwyr ac ystadegau i fwydo adroddiadau i gyllidwyr a phartneriaid
- Gwneud Gwaith weinyddol ar lwyfannau fel Google Workplace,

Manyleb Personol:

1. Dangos ymddygiadau allweddol sy'n cwmpasu prif nodau SPW, gan gynnwys bod ag agwedd dosturiol, grymusol a chydweithredol at eich gwaith.

2. Profiad hanfodol o weithio gydag iechyd meddwl, lles, rhieni sengl a materion cymhleth. Gan gynnwys profiad personol o fod yn rhiant sengl neu o gartref un rhiant.
3. Sgiliau cyfathrebu a threfnu rhagorol.
4. Y gallu i weithio ar brosiect prysur a chwrdd â therfynau amser.

SPW is actively committed to promoting positive mental health and a productive workplace, through a pioneering model of support around flexible working. We welcome an individual approach and conversations with employees around this.

We are committed to actively diversifying our team here at Single Parents Wellbeing. We know that people from underrepresented groups can sometimes hold back from applying if they don't meet all of the criteria. We care much more about getting to know you as a person so if you're on the fence – just go for it! If you are Black, Asian, any other ethnic minority, or disabled, you are guaranteed an interview if you meet all essential criteria. We also give the interview questions 30 minutes before the interview starts.

Please apply by sending a CV and a letter that covers how you meet each point of the criteria of the role to amy@singleparentswellbeing.com.

Mae SPW wedi ymrwymo'n frwd i hybu iechyd meddwl cadarnhaol a gweithle cynhyrchiol, drwy fodel arloesol. I cefnogaeth ynghylch gweithio hyblyg. Rydym yn croesawu ymagwedd unigol at weithio hyblyg a sgysiau gyda gweithwyr am hyn.

Rydym wedi ymrwymo i fynd ati i arallgyfeirio ein tîm yma yn Lles Rhieni Sengl. Gwyddom y gall pobl o grwpiau heb gynrychiolaeth ddigonol weithiau ddal yn ôl rhag ymgeisio os nad ydynt yn bodloni'r holl feini prawf. Rydyn ni'n poeni llawer mwy am ddod i'ch adnabod chi fel person felly os ydych chi ar y ffens – ewch amdani! Os ydych yn Ddu, yn Asiaidd, yn unrhyw leiafrif ethnig arall, neu'n anabl, rydych yn sicr o gael cyfweliad os ydych yn bodloni'r holl feini prawf hanfodol. Rydyn ni hefyd yn rhoi cwestiynau'r cyfweliad 30 munud cyn i'r cyfweliad ddechrau.

Os gwelwch yn dda gwnewch gais trwy anfon CV a llythyr sy'n nodi sut rydych chi'n bodloni pob pwynt o feini prawf y rôl at amy@singleparentswellbeing.com.

